



Virginia Union University

Office of Academic Technology & University Media
 L. Douglas Wilder Library & Learning Resource Center
 1500 North Lombardy Street | Richmond, Virginia 23220
 Phone: (804)342-3895 | Fax: (804)354-5954

Commencement Exercises DVD Order Form | Speaker: Governor Terry McAuliffe | 05/13/2017

Name (please print):		Date:	Email:	
		Phone:	Cell:	
Billing Address	Shipping Address			
Shipping Method:		<input type="checkbox"/> Pick-Up at Audio Visual Office	<input type="checkbox"/> Standard Shipping	

DVD Order Information

<input type="checkbox"/>	Number of DVDs	x \$20.00	= \$ _____	+ Shipping & Handling \$2.00 per DVD X _____ DVDs = \$ _____
DVD ONLY	_____			

GRAND TOTAL \$ _____

Totaling Instructions:

1. Please total the number of ordered DVDs and multiply by the DVD's individual cost.
2. Please total the number of DVDs and multiple by \$2.00 for each DVD to be shipped.
3. Please add numbers 1 through 2 and total the amount above.

Payment Instructions:

- After the top portion has been completely filled out, please check money order and include the money order number below.
- **NOTE:** After the form has been completely filled out, please then mail and/or fax a copy of the completed form to the Office of Academic Technology & University Media (*please see address above*). If you have chosen to fax the completed Order Form, please then mail a Money Order to the Office of Academic Technology & University Media (*please remember to include your name and address on the money order for verification*).

NOTE: Order Will Not Be Processed Until Money Order Has Been Received

Please allow 6-8 weeks for DVD to arrive, and remember to include the shipping cost. Thank You!

Payment Method

<input type="checkbox"/>	Money Order ONLY	# _____
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By signing this Order Form, the customer acknowledges that he/she has read and understands this purchase agreement: